

3 FAH-2 H-400 Appendix J 5000

(TL:FSNH-18; 3-1-94)

FSN-5000 LIBRARIAN GROUP (LIBRARY OF CONGRESS PROGRAM)

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform specialist, technical, or related clerical work pertaining to the program of the Library of Congress Offices located abroad.

The one series presently included in this group is:

Librarian Series (LOC)

FSN-5005

FSN-5005 LIBRARIAN GROUP (LIBRARY OF CONGRESS PROGRAM)

This series includes all positions involving work that requires a professional knowledge of the theories, objectives, principles, and techniques of librarianship as applied to Library of Congress Offices located abroad. Typical functions in these offices include the selection, acquisition, cataloging, and classification of materials and preparation of bibliographies and accessions lists.

Also included in this series are positions involving non-professional work requiring a practical knowledge of library functions and services, and ability to apply standard library tools, methods, procedures to the service needs of LOC offices abroad.

Basically, Library of Congress Offices abroad select, acquire, catalog and classify, prepare bibliographies and accessions lists, and ship a wide variety of books, periodicals government publications, newspapers, maps and other materials to the Library of Congress and to a number of American University Libraries and other libraries participating in the LOC program. Some of the material is printed in English but the vast majority of material is printed in the language or languages of the area for which an LOC office has responsibility.

Library of Congress offices abroad differ considerably in size and in the way the work is organized. The standards may therefore reflect different combinations of duties at a particular grade level than may exist in positions at certain LOC offices. Because of the difficulty of reflecting the various combinations of duties at different offices the Standards have been written to reflect grade levels for types of duties found at most offices. The Librarian Series (Library of Congress Program) includes the following positions:

Chief Librarian	FSN-5005-12
Librarian I	FSN-5005-10
Librarian II (Cataloging)	FSN-5005-9
Librarian II (Acquisitions)	FSN-5005-9
Librarian III	FSN-5005-8
Librarian IV	FSN-5005-7
Librarian Clerk I	FSN-5005-6
Librarian Clerk II	FSN-5005-5

Library Clerk FSN-5 is the lowest level for which a position standard in this series has been written. At most LOC office positions at lower levels will exist. Some of these positions will be primarily of a general office nature, i.e., messenger, file clerk, clerk typist and should be classified by using the appropriate standard for these types of positions. Other lower level positions may be classified as Library Clerk FSN-4 or Library Clerk FSN-3 when specialized experience or training is required in one or more library functions or operations, or, the lower grade position provides a career ladder for movement to higher grade library clerk or library technician positions.

FSN-5005-12 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Chief Librarian (LOC)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-12

BASIC FUNCTION:

As Head or Chief Librarian, supervises a large staff of employees at a Library of Congress Office abroad.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides guidance and leadership to a group of from 35-70 employees engaged in selecting, cataloging, preparing master cards, index cards, cross-reference cards and bibliographies, and processing for binding and shipping of a wide variety of serials, books and other publications purchased or otherwise acquired for distribution to the Library of Congress and participant libraries in the United States. Reviews selection decisions made by the Librarians and advises the Officer in Charge of Selection and Cataloging, of proposed rejection decisions. Plans and develops internal operating procedures for the selection of publications. Studies sources of supply, analyzes trends and price variations, maintains contact with booksellers, publishers, libraries, etc., to implement requisition policy, negotiate terms and conditions of fulfillment in connection with the establishment of procurement procedures. Visits universities, educational and research institutions, and publishers throughout the country in search of materials not otherwise acquired for the program through usual procurement channels. Receives booksellers, authors, publishers, visiting librarians and government officials, and answers questions or supplies specific or general information regarding the program.

DESIRED QUALIFICATIONS

EDUCATION: Possession of a Masters Degree in Library Science

EXPERIENCE: From five to seven years of progressively responsible library experience with a minimum of four years of supervisory experience.

LANGUAGE: Level 4, (fluent) in English is required.

KNOWLEDGE: A thorough knowledge of Library of Congress Acquisition policies selection criteria and Anglo-American Cataloging Rules with Library of Congress modification .

ABILITIES: Ability to manage a large LOC operation and effectively supervise a large workforce.

DISTINGUISHING FEATURES:

This is the top grade level provided in the Standards for local employee librarian positions in Library of Congress offices abroad. A position at this level will be found only at the very largest LOC office. As at the next lower grade level, Librarians at this level must be experts in the selection and cataloging process. In addition, they have heavier supervisory responsibilities and cover a wider scope of the total LOC program than do Librarians at the next lower level. Required at this level is the use of initiative, ingenuity and imagination in devising new approaches, methods or techniques for accomplishing the objectives of the LOC program. Guidelines consist of LOC policies, standards and procedures. The supervisor discusses overall policies and plans and provides administrative direction with regard to policy matters. Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures.

FSN-5005-10 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Librarian (LOC)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-10

BASIC FUNCTION:

Serves as an expert in the major library functions at an LOC office abroad.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as an expert Librarian in all of the major librarian functions (acquisitions with attendant research, cataloging and preparation of bibliographies and accessions lists performed at a LOC office. Advises on cataloging policies and techniques, on the interpretation of the Anglo-American Cataloging Rules and the modification or application of such rules to the region or area covered by the LOC office. Advises on any technical phases involved in establishing bibliographical controls over publications acquired, including the preparation of master index cards and related material used in printed periodic bibliographic lists of all accessions made within the area of assignment. As expert acquisition librarian, recommends acquisition policies and participates in the selection of materials from within the area of assignment for the LOC and participant libraries. This may include acquisitions by purchase, gift or exchange from book dealers, printers, agencies and other sources. Visits book dealers or any of the other sources, within the city or by field trips, to establish acquisition procedures or to actually acquire specific or selected titles of documents.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Library Science with a Masters degree desirable.

EXPERIENCE: From four to six years of progressively responsible library experience.

LANGUAGE: Level 4, (fluent) in English is required.

KNOWLEDGE: A thorough knowledge of Anglo-American Cataloging Rules with LOC modifications and a thorough knowledge of LOC selection criteria.

ABILITY: Must be able to integrate various library operators and to supervise a small to moderate size workforce effectively.

DISTINGUISHING FEATURES:

The primary distinguishing feature between this level and the next lower level is that an employee at this level is an expert in all of the major library functions performed at a LOC office, whereas in the next lower level, the employee is an expert librarian in one of the major functions such as acquisitions. As an authority on each of the major LOC office functions, employees at this level advise on cataloging policies and techniques on the cataloging treatment for material selected at a particular LOC office and on any technical questions arising in establishing bibliographical controls and preparing accessions lists on material acquired from the area of assignment. They serve in a similar manner for the selection or acquisition function for the LOC office and on any technical questions on material acquired from the area of assignment. They serve in a similar manner for the selection or acquisition function for the LOC office recommending acquisition policies and reviewing selections made by lower level librarians to determine if they meet the LOC offices' acquisition policies. Work is reviewed primarily for overall effectiveness and compliance with overall LOC policy and procedure. Supervision over others is not considered a primary or grade controlling factor. It is usually present in all positions at this level, but may vary considerably from office to office. At the largest LOC office an employee at this level may supervise 15 or more employees.

FSN-5005-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Librarian (Cataloging)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-9

BASIC FUNCTION:

Serves as an expert cataloger at a Library of Congress office abroad.

MAJOR DUTIES AND RESPONSIBILITIES:

As expert cataloger at an Library of Congress office, serves as adviser on cataloging policies and techniques, on the interpretation of the Anglo-American Cataloging Rules and the application of such Rules to the region or area covered by the LOC office. Advises on any technical questions that arise in establishing bibliographical controls over publications acquired from the area of responsibility. As working supervisor, may review the work of several other catalogers, editing and revising, if necessary, subject annotations provided by the catalogers for publications that have been selected from the area. May have editorial responsibility for the preparation of the accessions lists published for the LOC office.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Library Science.

EXPERIENCE: From three to five years of progressively responsible experience in library work.

LANGUAGE: Level 4, fluency in English is required.

KNOWLEDGE: A thorough knowledge of Anglo-American Cataloging Rules with LOC modifications.

DISTINGUISHING FEATURES:

This is the expert level where the employee is an authority, at a LOC office, for cataloging of all material selected within the area of assignment for the LOC and participating libraries. The primary distinguishing feature between this grade level and the next lower grade is the level of responsibility at which positions in this grade operate. At the next lower level the work performed by cataloging librarians is subject to technical review and possible revision. At this level, the employee is an authority for cataloging at an LOC office. He/she advises on cataloging policies and techniques and on the application of cataloging rules to the names and organizations found in the area of assignment, on the cataloging treatment of materials selected for the LOC program and on any other technical questions that arise in establishing bibliographical controls over publications from the area of assignment. Supervision received is usually non-technical

with supervisor discussing overall policies and plans and providing administrative direction with regard to policy matters. As a technical expert, an employee at this level resolves most cataloging questions that arise. Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures. Supervision is not a grade controlling factor although an employee may supervise several employees at lower grade levels engaged in cataloging activities.

FSN-5005-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Librarian (Acquisitions)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-9

BASIC FUNCTION:

Serves as an expert acquisitions librarian at a Library of Congress office abroad.

MAJOR DUTIES AND RESPONSIBILITIES:

As an expert acquisitions librarian at a Library of Congress office, participates in the acquisitions of library materials from all of the countries covered by the project. Recommends acquisition policies and bibliographical practices. Based on a broad knowledge of government organization, book publishing and the educational and research projects of institutions of higher education, advises on government operations, sources of published materials and business methods and practices followed in the countries covered by the LOC project. Reviews each new title received and determines if it meets the projects' acquisition policies and is not over-priced. Visits publishers, book dealers, government agencies, etc., to establish acquisition procedures. Makes field trips within the area for this purpose. Meets booksellers and other visitors to the office, advising them of the program's acquisition needs, interests, policies and methods of operation. May serve as a working supervisor of several employees engaged in acquisition activities.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Library Science.

EXPERIENCE: From three to five years of progressively responsible experience in library work, preferably with two years of the experience in acquisitions assignments.

LANGUAGE: Level 4, fluency in English is required.

KNOWLEDGE: A thorough knowledge of LOC selection criteria for the project area.

DISTINGUISHING FEATURES:

This is the expert level where the employee is an authority, at a LOC office, for the acquisition or selection program of all materials selected in the area of assignment for the LOC and participating libraries. The primary distinguishing feature between this grade level and the next lower grade level is the level of responsibility at which positions in this grade operate. At the next lower level selection responsibility is limited and selection

decisions are usually in the nature of recommendations, whereas at this level the employee makes the selection. In addition, employees at this level recommend acquisition policies as well as subsequent necessary changes in them. Supervision at this level is usually non-technical with supervisor discussing overall policies and plans, providing administrative direction with regard to policy matters. As the technical expert, an employee at this level resolves most acquisition questions or situations that arise. He executes plans and procedures with technical responsibility for selections. Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures. Only technical matters affecting LOC policy, or of far-reaching import, are referred to the supervisor for decision or review. Supervision is not a grade controlling factor in positions of this type. However, an employee may supervise several employees engaged in acquisitions activities.

FSN-5005-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Librarian (LOC)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-8

BASIC FUNCTION:

At a Library of Congress office abroad performs acquisition and/or cataloging functions covering a wide range of subjects.

MAJOR DUTIES AND RESPONSIBILITIES:

1. As Acquisition Librarian, searches in catalogs, trade journals, publication lists and other sources for publications and information on publications and endeavors to locate new books, periodicals, newspapers, maps and other publications falling within the scope of the Library of Congress program for the area covered. Employee's assignment may pertain to acquisitions in one or more languages either of the country or of nearby countries. Keeps abreast of new trends and new authors in the assigned language and literature. Received from dealers or other sources all materials, (books, newspapers, periodicals, maps, etc.) in the language or languages for which employee has initial selection responsibilities and recommends selection or rejection for comprehensive and basic participants in the LOC program. Travels as required to screen, evaluate, and recommend selection of materials in the assigned area.

2. As a Cataloging Librarian, performs descriptive cataloging for all types of publications selected (monographs, serials, maps, etc.) according to the Anglo-American cataloging rules and Library of Congress policies. Establishes entry for control card file including publications rejected. Gives concise annotation in English. Assigns subject heading in accordance with modification of LOC subject heading practice. Checks control card file for consistency of author entry, avoidance of conflicts, establishment of necessary cross references for complete bibliographical control, series information, etc. Contacts publishers and authors when further bibliographical information is needed. Prepares instructions for the preparation of all related control cards and instructions through which all follow-up action can be taken regarding added copies, added volumes, placement of standing orders for series, etc. If assignment related to cataloging of publications in a particular language, employee reviews proof of printed preliminary cards before final printing.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Library Science or in Literature in the language in which material selected and/or cataloged is written.

EXPERIENCE: From two to four years of progressively responsible experience in Library work or in the literature of the assigned language.

LANGUAGE: Level 4, fluency in English. Level 4 in assigned language.

KNOWLEDGE: A thorough knowledge of Library of Congress selection criteria, the Anglo-American cataloging rules and LOC modification thereof.

DISTINGUISHING FEATURES:

This is the journeyman or full performance level for an Acquisition/Cataloger librarian in a large Library of Congress office abroad. Employees at this level recommend selection of a broad range of material in many fields of interest in the language of assignment including publications of research value to a number of American University libraries participating in the program either on a selective or comprehensive basis. Descriptive and subject cataloging performed by employees at this level covers the full range of materials selected which includes about one third of everything published in the assigned language in the country or area of assignment. Selection and acquisition of materials at this level require good judgment and discrimination in the interpretation and application of acquisition policies to acquire the materials desired. Descriptive cataloging, classifying and assigning of subject headings at this level, demands extensive knowledge and discriminating use of the Anglo-American cataloging rules, Library of Congress policies, other reference sources, extensive and critical searching for sources of information, and the exercise of experienced judgment in determining the cataloging principles which apply. Employees work under general technical supervision. Assignments are given with general instructions as to objectives and policy, methods and techniques to be used. The supervisor is available for consultation and advice on interpretation of rules and policies, or coordination of activities.

SUPPLEMENTARY NOTES:

Depending upon the organizations and local factors at an LOC office, positions at this grade level may perform both acquisition and cataloging functions. This organization may be particularly desirable when an employee specializes in a particular language. At other LOC offices the work may be organized so that an employee performs only selection or only cataloging duties.

FSN-5005-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Librarian (LOC)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-7

BASIC FUNCTION:

Performs acquisition and/or cataloging functions at a Library of Congress Office abroad.

MAJOR DUTIES AND RESPONSIBILITIES:

1. As Acquisition Librarian, receives from dealers or other source materials (books, newspapers, periodicals, etc.) and recommends selection or rejection of the material for the comprehensive and basic participants of the LOC program.

2. As a Cataloging Librarian, performs descriptive cataloging of publications approved for acquisition. Cataloging is done according to the Anglo-American Cataloging Rules and LOC policies. Checks control card file for consistency of author entry, avoidance of conflicts, establishment of necessary cross-references for complete bibliographical control, series information, etc. Prepares instructions for the preparation of related control cards and instructions through which follow-up action can be taken regarding additional copies, added volumes, placement of standing orders for series, etc.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Literature or Library science.

EXPERIENCE: From one to three years of progressively responsible experience in library work or in literature of language in which acquisitions and cataloging will be performed.

LANGUAGE: Level 4, fluency in English is required.

KNOWLEDGE: Knowledge of Library of Congress selection criteria, the Anglo-American Cataloging Rules and LOC modifications thereof.

DISTINGUISHING FEATURES:

This is the entry level for acquisition/cataloging librarian positions in LOC offices abroad. The primary distinguishing feature between this level and the next higher level is the closer supervision and lower level of responsibility exercised at this grade level. While the same cataloging rules and selection criteria form the basic guidelines for this grade level and the next higher grade level, employees at this level work under closer supervision and receive assistance in interpreting and applying the guidelines with few opportunities for use of originality in adapting or modifying their use. At this level, employee's decisions pertaining to cataloging, classification and assignment of subject headings are limited to material for which the choice of entry and rules to be followed are established, additional bibliographic information may be located with undue difficulty, and the determination of finer subdivisions are either not required or are performed under guidance from the supervisor. The supervisor provides instructions on procedures and techniques to be used on assignments of an unusual nature. Advice and guidance is available whenever controversial or unusual questions or problems are involved, or their applicability is not clear. Work is reviewed and revisions are made if required.

FSN-5005-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Library Clerk (LOC)

SERIES : Librarian (LOC Program)
LEVEL: FSN-5005-6

BASIC FUNCTION:

Performs clerical or quasi-professional work in connection with the acquisition of a variety of library materials at a Library of Congress office.

MAJOR DUTIES AND RESPONSIBILITIES:

Searches publishers' lists, catalogs, trade journals and other reference works for all types of books. Similarly searches other catalogs, card lists, etc., for periodicals, magazines and newspaper publications. When titles are located that are within the scope of the acquisition program and have not previously been acquired by the LOC office, prepares order slips for specimen copies. Drafts letters to book dealers, publishers, authors, libraries, etc., concerning acquisition of books and periodicals and also concerning additions/deletions of certain titles consistent with participating libraries needs and instructions. Periodically prepares master lists of serials indication requirements from various book dealers. Screens the serial record for missing issues of serials and newspapers.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. One or two years of collegiate education is desirable .

EXPERIENCE: Two to two and one-half years of experience in related library work.

LANGUAGE: Level 3I, a good working knowledge of English is required.

KNOWLEDGE: A basic knowledge of LOC policies and procedures regarding selection for books, periodical, newspapers etc. within the area of assignment.

DISTINGUISHING FEATURES:

Work performed at this level, unlike Librarian work described at the next higher level does not require a professional librarian's knowledge of library principles, theories and techniques. It does require an understanding of established library techniques and methods, particularly those relating to the selection of publications for the LOC and participant libraries, or to some other basic element of library work. Basically, the duties performed by employees at this level provide clerical support to and relieve a professional librarian for higher level, more demanding librarian responsibilities. Library Clerks at this level normally work under the general technical supervision of

a Librarian. The employee receives general guidance upon assignment of work and is expected to perform ordinary workload independently. Difficult problems are referred to the supervisor for advice or action. Completed work is subject to review for technical accuracy.

FSN-5005-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Library
TITLE: Library Clerk (LOC)

SERIES: Librarian (LOC Program)
LEVEL: FSN-5005-5

BASIC FUNCTION:

Provides clerical assistance to a higher level employee in connection with the acquisition of unpriced and priced government publications from the countries covered by a particular Library of Congress office.

MAJOR DUTIES AND RESPONSIBILITIES:

Checks the receipt of unpriced government publications with the requirement indicated in correspondence and/or the pending receipt card file and notes for supervisor discrepancies in the number of copies and titles. Sorts out publications received but not required by the LOC program and determines which should be returned, destroyed, or otherwise disposed of. Scans prefaces of government documents in search of new titles, new editions, etc., and passes on information to supervisor for appropriate action. Reviews control cards and notifies supervisor of non-receipt of government publications prior to supervisor's visit to the area of the country where the offices are located. Prepares a monthly statistical report of publications received.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required.

EXPERIENCE: One and one-half to two years of experience in library work.

LANGUAGE: Level 3, good working knowledge of English is required.

KNOWLEDGE: A basic knowledge of the LOC functions, services, practices and procedures, particularly those relating to acquisitions of books, publications, periodicals, etc.

DISTINGUISHING FEATURES:

Library Clerk positions at this level involve use of a significant specialized knowledge of a particular Library of Congress office's functions, service, practices and procedures or the terminology and classification scheme used by the office. Assignments at this level typically are technical or quasi-professional of limited scope or difficulty in one or more of the library functions performed in the office (acquisitions, cataloging, etc.). Performance of the duties requires a specialized knowledge and understanding of techniques used in acquisitions or in one of the other basic functions. Library technicians at this level follow clear guides and

established practices. The supervisor discusses areas of work where special emphasis is needed, gives suggestions on handling of more difficult assignments and is available to answer questions which may arise. The work is subject to review and revision. The primary difference between this and the next higher level assignments typically involve more technical or quasi-professional operations in support of a professional librarian.